



# *CITY COUNCIL*

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## *Committee of the Whole*

Monday, December 8, 2008

Council Office

5:00p.m.

Agenda

- |             |  |                |
|-------------|--|----------------|
| <b>I.</b>   | <b>Budget Discussions</b>  | <b>5:00 pm</b> |
|             | <b>Full-time Position Ordinance</b>  |                |
| <br>        |  |                |
| <b>II.</b>  | <b>Reading School District Water Usage</b>   | <b>5:30 pm</b> |
| <br>        |  |                |
| <b>III.</b> | <b>Standard Operating Procedure – Forced Entry</b>   | <b>6:00 pm</b> |
|             | <b>Inspections</b>   |                |
| <br>        |  |                |
| <b>IV.</b>  | <b>Agenda Review</b>   | <b>6:30 pm</b> |
|             | <ul style="list-style-type: none"><li>• <b>Bill No. 63-2008</b> - Amending The City Of Reading Codified Ordinances, Chapter 6 Conduct By Creating A New Section 402 Of Part A Entitled “Failure To Report Lost Or Stolen Firearms”, Which Will Require Prompt Notification To Authorities Of Lost Or Stolen Firearms And Impose Penalties <b>(Mayor) Introduced at the September 22 regular meeting; Tabled at the October 13 meeting; referred to the Public Safety Committee</b></li></ul> |                |

**City of Reading**  
**Listing of Positions**  
**For the 2009 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>2009 # of Employees</i>
<b>Mayor</b>		
	Administrative Assistant To The Mayor	1
	Executive Assistant To The Mayor	1
	Mayor	1
		<hr/> 3
<b>Managing Director</b>		
	Managing Director	1
	Executive Secretary/ Admin Aide	1
		<hr/> 2
<b>Call Center</b>		
	Call Center Manager	1
	Customer Service Representatives	3
		<hr/> 4
<b>Neighborhood Development</b>		
	Neighborhood Development Manager	0
		<hr/> 0
<b>Human Relations Commission</b>		
	HRC Director	1
	HRC Clerks	2
	Secretary	1
		<hr/> 4
<b>City Auditor</b>		
	City Auditor	1
	Auditing Coordinator	1
		<hr/> 2
<b>City Council</b>		
	Council President	1
	Council Member	6
	Assistant City Clerk	1
	Administrative Assistant	1
	City Clerk	1
		<hr/> 10
<b>Treasurer</b>		
	Clerk Typist II	3
	Chief Clerk	1
		<hr/> 4
<b>Finance Director</b>		

	Confidential Secretary	1
	Finance Director	1
	Grant Writer	1
	Floater - Finance	1
		<hr/>
		4
<b>Purchasing</b>		
	Purchasing Coordinator	1
		<hr/>
		1
<b>Accounting</b>		
	Accounting & Treasury Manager	1
	Accountant	1
	Pension Administrator	1
	Revenue Accountant	1
	Accounting Clerk	1
		<hr/>
		5
<b>Tax Administration</b>		
	Budget/Tax Manager	1
	Tax Supervisor	1
	Tax Examiner	1
	EIT Analyst	1
	Tax Specialist	1
	Accounts Coordinator	1
	Secretary	1
	Delinquent Tax Collector	1
	Tax Clerk I	2
	Tax Clerk II	3
	Clerk Typist II	1
		<hr/>
		14
<b>Information Technology</b>		
	GIS Analyst - Sewer	0
	GIS Coordinator	1
	Application Specialist	1
	Network Analyst	1
	Developer	1
	Web Developer	1
	System Support Analyst	1
	IT Manager	1
	Lead Developer	1
		<hr/>
		8
<b>HR-Personnel/Pension</b>		
	Payroll Clerk	1
	HR Floater	1
	Light Duty Position	1
	Diversity and Information Officer	1
	Human Resources Director	1

	Human Resources Supervisor	1
	Human Resources Coordinator	0
	Human Resources Coordinator - Pension	0
	Human Resources Coordinator - Benefits	1
		<hr/>
		7
<b>Mailroom</b>		
	Mailroom Clerk	1
		<hr/>
		1
<b>Solicitor</b>		
	Solicitor	1
	Confidential Secretary	1
	Executive Secretary / Admin	
	Aide / Paralegal	1
	Legal Specialist	2
		<hr/>
		5
<b>Public Works</b>		
	Confidential Secretary	1
	Public Works Director	1
		<hr/>
		2
<b>Garage</b>		
	Maintenance Mechanic	7
	Maintenance Worker I / Parts Person	1
	Secretary	1
	Small Engine Repairperson	1
	Foreman	1
		<hr/>
		11
<b>Engineering</b>		
	Traffic Planner	1
	Engineering Aide IV	1
	Engineering Aide III	1
	Secretary	1
		<hr/>
		4
<b>Traffic Engineering</b>		
	Equipment Operator II	1
	Traffic Engineering Technician	1
	Maintenance Worker I / Signmaker	1
	Equipment Operator I	1
		<hr/>
		4
<b>Highways</b>		
	Equipment Operator II	14
	Secretary	0
	Foreman	1
	Operations Division Manager	0
		<hr/>
		15
<b>Parks</b>		

	Custodian II	1
	Equipment Operator II	2
	Equipment Operator III	3
	Foreman	2
	Maintenance Worker I	2
	Maintenance Worker II	2
	Maintenance Worker III	3
	Operations Division Manager	1
	Secretary	1
		<hr/>
		17
<b>Recreation</b>		
	Superintendent of Recreation	1
	Custodian III	0
	Secretary	0
	Recreation Supervisor	2
		<hr/>
		3
<b>Public Property</b>		
	Foreman	2
	Tradesman	5
		<hr/>
		7
<b>Police - Criminal Investigations</b>		
	Captain 3-3	1
	Criminal Investigator	26
	Lieutenant	1
	Police Officer	4
	Police Officer/FTO	0
	Court Liason	0
	Sergeant	7
		<hr/>
		39
<b>Police - Special Services</b>		
	Lead Clerk/Trainer	1
	Police Officer	1
	Police Officer/FTO	1
	Telecommunicator Supervisor	1
	Telecommunicator I	1
	Telecommunicator II	13
	Records Clerk	5
	Records Operations Supervisor	1
	TAC Officer	1
	Lieutenant	2
	Secretary - Police Academy	1
	Sergeant	3
	CCTV System Monitor	1
	Shift Supervisor	1
		<hr/>
		33

**Police - Patrol**

Captain	2
Clerk Typist I	1
Lieutenant	4
Police Officer	127
Police Officer/FTO	6
Sergeant	18
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	158

**Police - Patrol PMI**

PMI Administrator	1
Chief Clerk	1
PMI Supervisor	3
Health and Safety Clerks	3
Health and Safety Inspectors	0
Health Inspector II	0
Property Maintenance Inspector	15
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	23

**Police - Administration**

Chief of Police	1
Deputy Chief of Police	1
Confidential Secretary	1
Lieutenant	1
Sergeant	1
Inspector	1
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	6

**Fire Administration**

Clerk Typist II	1
Administrative Officer	1
Fire Chief	1
First Deputy Chief	4
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	7

**Fire Bargaining Unit**

LT Fire Prevention Officer	2
Fire Marshal	1
Lt Fire Training Officer	1
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	4

**Fire Suppression**

Second Deputy Chief	4
Firefighter IV	87
Firefighter III	10
Firefighter II	0
Firefighter I	11
LT Fire Suppression Officer	4
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	116

**Fire EMS**

	Deputy Chief/EMS Mgr	1
	EMS Lieutenant	4
	Paramedic	20
	Transport Coordinator	1
	Wheelchair Van Driver	3
		<hr/>
		29
<b>CD Planning</b>		
	Planner I	0
	Planner III	1
		<hr/>
		1
<b>CD - Zoning</b>		
	Zoning Technician	1
	Zoning Officer	1
		<hr/>
		2
<b>CD - Trades</b>		
	Secretary	1
	Plumbing Inspector	1
	Building Inspector	1
	Electrical Inspector	1
	HVAC Inspector	1
		<hr/>
		5
<b>CD - Administration</b>		
	CD Specialist II	1
	Property Improvement Division Manager	1
	Codes Administrator	0
	Zoning Administrator	1
	Zoning Deputy Administrator	0
	Building Official	1
		<hr/>
		4
<b>CD - HUD</b>		
	CD Specialist II	0
	CD Specialist III	1
	CD/Hist Preserv Specialist	1
	Community Development Director	1
	Confidential Secretary	1
	Fiscal Officer	1
	Rehab Specialist	1
		<hr/>
		6
<b>Library Administration</b>		
	Director of Libraries	1
	Assistant Director of Libraries	2
		<hr/>
		3
<b>Library - Circulation</b>		
	Librarian I	1
	Librarian II	1

	Librarian III	1
	Library Technician II	3
	Library Technician III	4
		<hr/>
		10
<b>Library - Reference</b>		
	Bookmobile Operator	1
	Head Custodian	1
	Librarian II	4
	Librarian III	1
	Librarian Tech II	1
	Maintenance Worker II	1
		<hr/>
		9
<b>Library - Children Services</b>		
	Librarian II	0
	Library Technician II	0
	Library Technician III	1
		<hr/>
		1
<b>Water Administration</b>		
	Foreman	1
	Customer Service Rep.	2
	GIS/CAD Technician	1
	Engineering Aide III	1
	Distribution Engineer	1
		<hr/>
		6
<b>Water Collection</b>		
	Equipment Operator I	1
	Equipment Operator II	1
	Equipment Operator III	1
	Foreman	1
	Maintenance Worker II	6
	Superintendent	1
		<hr/>
		11
<b>Water Purification</b>		
	Centrifuge Oper. I.	1
	Chemist	0
	Lab Technician	1
	Chief Operator	1
	Clerk Typist II	1
	Foreman	1
	Lab Supervisor/Bact.	1
	Maintenance Worker II	5
	Tradesman	1
	Water Plant Oper. I	0
	Water Plant Oper. II	4
		<hr/>
		16



**Water Distribution**

Equipment Operator II	3
Field Investigator	3
Foreman	3
Foreman - Meter	1
Foreman - Mechanic	0
Foreman - Crew	1
Foreman - Main Crew	2
Foreman - Service Crew	2
Maintenance Mechanic II	1
Maintenance Worker II	9
Maintenance Worker III	5
Superintendent	1
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	31

**Self - Insurance**

Risk and Safety Coordinator	1
OCIP Coordinator	1
	<hr/>
	2

**Sanitary Sewers**

System Superintendent	1
Foreman	2
Equip Op II	15
Maint Worker III	1
Engineer Aide IV	0
Engineer Aide III	1
	<hr/>
	20

**WWTP**

Maint Supv	1
Belt Press Op I	3
Cert Oper/Shift Sup	6
Chemist	0
Operations Supv	1
Elec/Elect Field Eng	1
Elec/Inst Tech	1
Utilities Div Manager/Environ	1
Utility Engineer	1
Utility Clerk Typist	1
Env Prog Coord	1
Equip Op II	1
Lab Supv	1
Lab Tech	5
Maint Worker II (Mech)	3
Maint Worker III	4
Pump Tender (Fritz Is)	4
Secretary	1

Serv Utility Person	7
Sew Plant Op I (6th St.)	4
Sew Plant Op I (Fritz Is)	2
Sew Plant Op II (Fritz Is)	2
Superintendent	1
Tradesman (Elec)	2
	<hr/>
	54

## Recycling

Chief Clerk	0
Solid Waste Supervisor	1
Clerk Typist II	1
Solid Waste Coordinator/Environmental	1
	<hr/>
	3

## *Number of Full Time Employees*

## **Guidelines for Property Maintenance Inspectors and Codes employees serving Administrative Search Warrants:**

- In most cases, the property owner will have been notified by the City that access to the property is needed.
- When necessary to secure a search warrant, an attempt will be made to notify the owner of the date and time the warrant will be executed and invite them to be present. There may be circumstances where advance notice should not be given, and these will be determined on a case-by-case basis with consultation by the police department.
- If the property owner or his representative is present, the Codes officer will inform him of the search warrant, inform the owner that it is a legal document and that the officer has the authority to enter the building, even without the consent of the owner.
- The purpose and scope of the search warrant will be explained to the owner.
- The Codes officer will request entry into the premises. If denied, the Codes officer will again explain their authority and purpose and ask for non-force entry. The Codes officer will tell the owner that forcible entry will be made if cooperation is not given.
- If cooperation is not given, forcible entry will be made using the means and safety precautions deemed prudent by the codes inspector trying to mitigate damage when possible.
- If the owner is not present, the Codes officer serving the search warrant will knock and announce their purpose. After attempting to alert someone inside the building to open the door and admit the Codes officer, the Codes officer can make forcible entry.
- A copy of the warrant should be handed to the owner, as well as a copy should be left inside the premises.
- When the Property Maintenance Inspectors are merged into the Police Department, it may become procedure to have a police supervisor and officer render assistance at the scene.

As each situation can be different and present different issues and challenges to be considered, a definitive policy to cover all situations cannot be created. The above are considered guidelines for action.

*As presented by Codes*

## **Feedback from Eric Weiss, HADC Allentown, requested in response to Council request**

Linda and Michelle,

I've got some requests in for SOPs that I'm waiting to hear back from but here are some points to work from:

1. Time is not of the essence in execution of inspections warrants so sufficient time can be taken to gain entry in an orderly fashion.
2. Entry should do as little damage to the building (door, frame, lock, etc.) as possible
3. Employ a locksmith to pick the locks
4. If the locks can not be picked or dead bolts have been applied, be prepared to have your fire service use their entry tools such as the "k" tool which is designed to inflict only minor damage. The fire service is expert in various means of entry and given the "less damage" philosophy, will most likely have several methods at their disposal far short of a battering ram.
5. Establish in your SOP a system of authorizations by sign-off with the requisite form(s) that is approved by all those who can/will be answering questions following the entry: Directors, Solicitor, the Mayor, Council. I'm not suggesting elected officials should authorize the warrants, rather the professional administrators should be authorizing them in compliance with the SOP that has been approved by the elected representatives of the people.
6. All other methods of cooperative entry should be fully taken, resisted and failed. Private property right must be respected and preserved.
7. The property should be part of a systematic inspections program, subject of a complaint, request(unlikely), or in obvious violation, that is, a violation visible from the public way. This is the basis of your probable cause.

The staff should know that these inspections are legal by Supreme Court decision under certain circumstances (I believe it is the Camara decision). This will take any doubt away the staff may have in carrying these entries out. They are unpleasant, no fun, they should be done professionally, but you have to do it.

Hope this helps, I'll get back to you with any other information or thoughts.

Eric

## Section 402. Failure to Report Lost or Stolen Firearms

1. **Prohibited Conduct.** No person who is the owner of a firearm that is lost or stolen shall fail to report the loss or theft to appropriate officials of the Reading Police Department within 24 hours after discovery of the loss or theft.
2. **Penalties for Violation.** Any person who violates this Section shall be subject to a fine of not more than \$1,000.00, or imprisonment for not more than 90 days, or both.